

# BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS

## PROPOSAL SUBMISSION INSTRUCTIONS (PSI)

### TECHNICAL FORMAT AND INSTRUCTIONS

#### Technical Format and Requirements for Printed Applications:

1. Provide double-spaced, single-sided Executive Summary and Proposal Narrative;
2. Provide proposal budget per RFGP or solicitation letter guidelines and Proposal Submission Instructions (PSI);
3. Provide completed SF-424 "Application for Federal Assistance", and SF-424B, "Assurances - Nonconstruction Programs".
4. Number all pages, including budget and addenda;
5. Use 8 ½" x 11" paper for the package.

**The original proposal and the required number of copies indicated in the solicitation document should be arranged in the following order:**

#### Table of Contents (List all attachments)

**TAB A** SF-424, "Application for Federal Assistance" (IMPORTANT One additional copy of the SF-424 must be included in an envelope marked "Attention: EGA/EX/PM.")

**TAB B** Executive Summary (One page)

**TAB C** Narrative (Not to exceed twenty pages)  
Calendar of activities/itinerary, if applicable

**TAB D** Detailed Budget (Three column, line-item budget)

**TAB E** Resumes and CVs (Project staff; not to exceed two pages each)  
Letters of endorsement

**TAB F** SF-424B, "Assurances - Nonconstruction Programs".

First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. **Note:** The Bureau retains the right to ask for additional documentation of those items included on this form.

Include other attachments, if applicable.

\*TAB F only needs to be included in the original and one (1) copy of the proposal; the remaining copies of the proposal do not need TAB F.

All organizations submitting a proposal must read, sign and retain in their main administrative offices the forms and/or certificates listed below. The "Assurances - Nonconstruction Programs" (Form SF-424B) must be signed and inserted in the proposal

under TAB F; this form indicates that the applicant is in compliance with all applicable requirements of Federal laws, executive orders, regulations, and policies.

**Technical Format and Requirements for Electronic Applications:**

**Note:** All proposal components/elements, (i.e. Executive Summary, Proposal Narrative, Budget, and all other supporting materials must be formatted for printing on 8 ½" X 11" paper.

1. Provide Executive Summary and Proposal Narrative in Microsoft Word-readable format, double-spaced;
2. Provide proposal budget, per RFGP or solicitation letter guidelines and Proposal Submission Instructions (PSI) in Microsoft Excel-readable format;
3. Provide completed SF-424 "Application for Federal Assistance", and SF-424B, "Assurances - Nonconstruction Programs;"
4. Ensure that all pages are numbered, including proposal narrative, budget and addenda;

**NOTE:** Proposals submitted through Grants.gov must be submitted in any combination of the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

**The original proposal should contain the following sections. It is recommended that applicants merge/consolidate as many of the files as possible into a single Microsoft Word or Adobe Acrobat file.**

**Table of Contents (List all attachments)**

- |                 |   |
|-----------------|---|
| <u><b>A</b></u> | SF-424, "Application for Federal Assistance" (IMPORTANT One additional copy of the SF-424 must be included in an envelope marked "Attention: EGA/EX/PM.") |
| <u><b>B</b></u> | Executive Summary (One page)  |
| <u><b>C</b></u> | Narrative (Not to exceed twenty pages)<br>Calendar of activities/itinerary, if applicable   |
| <u><b>D</b></u> | Detailed Budget (Three column, line-item budget)  |
| <u><b>E</b></u> | Resumes and CVs (Project staff; not to exceed two pages each)<br>Letters of endorsement   |
| <u><b>F</b></u> | SF-424B, "Assurances – Nonconstruction Programs".   |

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current financial statements. \*Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

Include other attachments, if applicable.

**All organizations submitting a proposal must read, sign and retain in their main administrative offices the forms and/or certificates listed below. The “Assurances - Nonconstruction Programs” (Form SF-424B) must be submitted through the grants.gov site. This form indicates that the applicant is in compliance with all applicable requirements of Federal laws, executive orders, regulations, and policies.**

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## **GUIDELINES FOR ASSISTANCE AWARD PROPOSALS**

### **TECHNICAL ELIGIBILITY**

Technically eligible submissions are those which: 1. Arrive at the Bureau per the deadline requirements established in the solicitation. 2. Have heeded all instructions contained in the solicitation document, including length and completeness of submission. 3. Do not violate any of the guidelines stated in the solicitation and this document. Submissions should be mailed to U.S. Department of State, Bureau of Educational and Cultural Affairs, Office of the Executive Director, Program Management Staff, ECA/EX/PM, 301 4th Street, Washington, DC 20547.

### **RECIPIENT ORGANIZATIONS**

Pursuant to the Mutual Educational and Cultural Exchange Act of 1961, as amended (Fulbright-Hays Act) the Bureau of Educational and Cultural Affairs of the U.S. Department of State awards grants and cooperative agreements to educational and cultural public or private nonprofit foundations or institutions. If your organization is a private nonprofit which has not received a grant or cooperative agreement from the Bureau in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status. Failure to do so will cause your proposal to be declared technically ineligible.

### **OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS**

Organizations should be familiar with OMB Circulars A-110 (Revised) (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations), A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs), and A-133/A-128 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles. For a copy of the OMB circulars cited, please contact Government Publications or download from <http://www.whitehouse.gov/OMB/>.

### **AUDITS**

**The recipient’s proposal will include the cost of an audit that:**

- (1) complies with the requirements of OMB Circular No. A-133, "Audits for Institutions of Higher Education and Other Nonprofit Institutions";
- (2) complies with the requirements of American Institute of Certified Public Accountants, (AICPA), Statement of Position (SOP) No. 92-9, "Audits of Not-for-Profit Organizations Receiving Federal Awards";
- (3) complies with AICPA Codification of Statements on Auditing Standards AU Section 551, 'Reporting on Information Accompanying the Basic Financial Statements in Auditor-Submitted Documents, " where applicable. When the U.S. Department of State is the largest direct source of Federal financial assistance (i.e., the cognizant Federal Agency) and indirect costs are charged to Federal grants, a supplemental schedule of indirect cost computation is required.

**The audit costs shall be identified separately for:**

- (1) audit of the basic financial statements, and
- (2) supplemental reports and schedules required by A-133.

**COST SHARING**

The Bureau of Educational and Cultural Affairs encourages cost-sharing, which may be in the form of allowable direct or indirect costs. The recipient of an assistance award must maintain written records to support all allowable costs which are claimed as its contribution to cost participation, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash in-kind contributions must be in accordance with OMB Circular A-110 (Revised), Subpart C (23) "Cost-sharing or Matching, " and should be described in the proposal. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, the Bureau's contribution will be reduced in proportion to the recipient's contribution.

**INDIRECT COST-RATE**

An organization with an audited indirect cost rate negotiated with a cognizant federal government agency other than U.S. Department of State should include a copy of the cost-rate agreement as an addendum to the budget. If the applicant currently has an assistance award from U.S. Department of State, the agreement does not need to be submitted unless the applicant has negotiated a new indirect cost rate with a cognizant agency other than U.S. Department during the past 12 months. An applicant must indicate in the proposal budget how the rate is applied. The Bureau of Educational and Cultural Affairs generally does not pay indirect costs against participant expenses.

## **CONFERENCES**

The Bureau of Educational and Cultural Affairs does not support proposals limited to conferences or seminars organized as plenary sessions, major speakers, and panels with a passive audience. The Bureau supports conferences only insofar as they are a minor part of a project with greater duration and scope which is receiving Bureau funding.

## **TRAVEL**

The options an assistance award recipient has for arranging U.S. domestic travel for grantees are: (a) to use own travel agent, or (b) through the Travel Management Center (TMC) at Carlson-Wagonlit Government Travel (1-866-654-5593 or <http://www.cwgt.com>). Under the TMC method, however, travel costs must be a minimum of \$20,000 to utilize this option. The Bureau does not make the travel funds directly available to the recipient organization, but rather sets aside the funds in the assistance award to be accounted for separately as expenses are incurred and liquidated. In order to ensure the set-aside for this purpose not be exceeded, the recipient organization must closely monitor the grant travel costs and advise the Bureau program officer if more (or less) funds are needed than originally anticipated. Detailed instruction on use of the TMC will be provided when the grant/cooperative agreement is awarded. Recipient staff and consultants are not allowed to use TMC. Note: Preferred travel option must be indicated in your proposal narrative.

## **DIVERSITY, FREEDOM AND DEMOCRACY GUIDELINES**

Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of American political, social, and cultural life. "Diversity" should be interpreted in the broadest sense and encompass differences including but not limited to ethnicity, race, gender, religion, geographic location, social-economic status, and disabilities. Applicants are strongly encouraged to adhere to the advancement of this principle both in program administration and in program content. Please refer to the review criteria under the Support for Diversity section for specific suggestions on incorporating diversity into the total proposal. Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau, "shall take appropriate steps to provide opportunities for participation in such program to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of this goal in their program contents, to the full extent deemed feasible.

Suggested elements could include:

### **Program Administration:**

- Selection of the U.S. and foreign program participants should reflect all relevant forms of diversity (ethnicity, gender, geographic regions, etc.) to the extent possible;
- Program locations should reflect geographic diversity and, where relevant, social-economic diversity;

- Program evaluation should incorporate an examination of the program from a variety of perspectives, including the establishment of diversity criteria and how the program meets these criteria/goals.

#### **Program Content:**

- Orientation should include a session on multi-ethnicity and multi-culturalism for in-bound participants as well as for participants going abroad;
- In seminars, workshops, meetings and other forms of interaction, relevant diversity issues should be addressed either directly (as a topic) or indirectly (through contact with individuals of diverse backgrounds);
- Wrap-up and re-entry sessions should include a component on diversity issues observed in the U.S., and, if relevant, a comparative world-wide view of diversity;
- Resource lists and research material should contain a broad representation of subjects, authors and titles reflecting diversity in the U.S.;
- Program follow-up should ensure mechanisms for the continual promotion of diversity issues.

### **TAXES**

Grantees under Bureau-funded projects are responsible for complying with all applicable tax treaties and federal, state and local laws on tax withholding and reporting for project participants. Because of the complexity of current tax laws regarding scholarship and fellowship income, it is strongly recommended that grantees consult with tax counsel regarding such compliance.

### **INSURANCE**

Exchange program regulations require that all J-1 visa holders carry health and accident insurance. At a minimum, insurance must provide the following benefits:

- (1) medical coverage of at least \$50,000 per person per accident or illness;
- (2) repatriation of remains in the amount of \$7,500; and
- (3) medical evacuation benefits of at least \$10,000.

In addition, a qualified insurance program shall not have a deductible that exceeds \$500 and it must meet other technical standards as specified in the regulations (22 CFR Part 514). The Bureau provides health and accident insurance that is in compliance with 22 CFR Part 514. The Bureau insures international and U.S. participants in a variety of exchange-of-persons programs at no cost to the participants. This insurance is not all-purpose health insurance; it is subject to specific limitations. This coverage is not intended to replace any insurance a participant may already have. Instead, the intent is to supplement existing coverage and to ensure that a participant's basic health is protected in a foreign country.

If the applicant will not be using the Bureau's insurance, the applicant should budget (under program costs per participant) for insurance. It is expected that participants will be provided with insurance for those periods of actual participation in exchange activities. The period of coverage does not necessarily coincide with the duration of the funded project.

## **BUDGET GUIDELINES**

An applicant organization's budget must respond to the solicitation guidelines and be included in the proposal. Use specific line-items corresponding to the solicitation guidelines, and provide a detailed line-item budget outlining specific cost requirements for proposed activities. A minimum of three columns must be used to delineate the Bureau funding request, cost-sharing by applicant, and total project funding. Include narratives as necessary to explain specific line-items and how the amounts were derived.

The three-column proposal line-item budget must include these main components:

- A. Summary Budget
- B. Line-item Program Budget
- C. Line-item Administrative Budget

### **A. SUMMARY BUDGET**

A budget outlining total program and administrative costs as well as overall total project cost should be included. Costs per participant are to be included as shown in this example:

	Bureau of Educational and Cultural Affairs	Cost Sharing	Total
PROGRAM COSTS			
Program costs per participant			
ADMINISTRATIVE COSTS			
Administrative costs per participant			
TOTAL COSTS			
Total costs per participant: (Number of Participants)			

### **B. SUMMARY BUDGET**

Applicant organizations should follow, in general, the outline and sample budget format below. Funding requirements by source (Bureau of Educational and Cultural Affairs, cost-sharing, etc.) are to be listed for each line item. General program costs that do not vary according to the number of participants are separated from program costs that do vary according to the number of participants. Contributions should be included, whether cash or in-kind contributions. Assign a monetary value in U.S. dollars to each in-kind contribution. If the proposed project is a component of a larger program, identify other funding sources for the proposal and indicate the specific funding to be provided by component of a larger program, identify other funding sources for the proposal and indicate the specific funding to be provided by those sources.

1. General Program Costs: Program costs that do not vary according to the number of participants.

- a. Lecture fees, honoraria, travel and per diem for outside speakers: List names and rates per day (e.g., 2 x \$150/day x 2 days).
- b. Staff travel and per diem-separate costs into four areas:
  - 1) international airfare
  - 2) in-country travel overseas
  - 3) domestic travel in the U.S.
  - 4) per diem

Explain differences in fares among travelers on the same routes (e.g., project staff member traveling for three weeks whose fare is higher than that of staff member traveling for four months).

- c. Materials: Film and video rentals, educational materials, etc., as appropriate.
- d. Group costs: Ground transportation in the U.S., cultural and educational program costs.

2. Program Costs for Participants: Program costs that vary according to the number of participants.

- a. Travel: separate costs into three areas:
  - 1) international airfare
  - 2) in-country travel overseas
  - 3) domestic travel in U.S.

Explain differences in fares among travelers on the same routes (e.g., participant traveling for three weeks whose fare is higher than that of participant traveling for four months).

- a. Per Diem/Maintenance: Includes lodging, meals and incidentals for both participant and staff travel. Rates of maximum allowances for U.S. and foreign travel are available from the following website: <http://www.gsa.gov/>. Per diem rates may not exceed the published U.S. government allowances rates; however, institutions may use per diem rates lower than official government rates. Homestays, dormitory stays, hotel room-sharing, and similar means of lowering the per diem cost are permissible.
- b. Orientation: Travel costs and per diem other than for participants, speaker fees, preparation of materials, printing and copying may be included with other expense categories or listed as a separate category. It may be necessary to identify additional costs under this heading, such as room rental.
- c. Health Insurance: In general, participants are covered by the Bureau's self-insurance policy. Refer to Program Guidelines for clarification.

- d. Other Programs Costs: These will vary depending on the nature of the project. Academic fees, cultural allowances, and book allowances are possible items. The inclusion of each must be justified.
- e. Scholarships/Tuition: The applicant must identify costs included when the proposal requests support for academic scholarships or tuition. If only the cost of international travel is requested, this must be clearly identified. If the scholarship includes other administrative and program expenses, each item of expense must be listed and explained to ensure that there is no overlap with other requested budget items.

The Bureau of Educational and Cultural Affairs **DOES NOT PAY FOR THE FOLLOWING:**

- Publication of materials for distribution within the United States;
- Administration of a program that will make a profit;
- Expenses incurred before or after the specified dates of the grant;
- Projects designed to advocate policy views or positions of foreign governments or views of a particular political faction;
- Entertainment expenses;
- Contingency funds to cover unexpected costs, including salary increases, increased airfares, other inflationary factors.

**SAMPLE LINE-ITEM PROGRAM BUDGET**

<b>PROGRAM BUDGET</b>	<b>Bureau of Educational and Cultural Affairs</b>	<b>Cost Sharing</b>	<b>Total</b>
A. General Program Costs			
1. Honoraria and per diem			
2 Staff travel and per diem			
a. International travel			
b. In-country travel overseas			
c. Domestic travel in U. S.			
3. Educational materials			
4. Group ground transportation			
5. Other			
Total General Program Costs			
B. Participant Costs			
1. Participant Travel			

a. International travel b. In -country travel overseas c. Domestic travel in U. S.			
2. Maintenance/per diem: list number of participants, rate, number of days.			
3. Orientation a. Materials b. Room/equipment rentals			
Other			
<b>TOTAL PROGRAM COSTS</b>			

### **C. LINE-ITEM ADMINISTRATIVE BUDGET**

The line-item administrative budget describes each type of cost and elaborates on the categories listed below.

1. Staff requirements: Identify staffing requirements by each position title and, as necessary, brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Administrative Director: \$30,000/year x 25% x 8.5 months; calculation:  $\$30,000/12 = \$2,500 \times 25\% \times 8.5 \text{ months} = \$5,312$ ).
2. Benefits: State benefit costs separately from salary costs and explain how benefits are computed for each category of employee.
3. Other direct administrative expenses: List items separately using unit costs for photocopying, postage, telephone/fax, internal access, printing, office supplies (e.g., Telephone: \$25/month x 12 months).
4. Indirect Expenses: See OMB Circular, A-122, "Cost Principles for Non-Profit Organizations"
  - a. If your organization has an indirect cost-rate agreement with the U.S. Organizations." Government, please include a copy of this agreement as an addendum to the budget.
  - b. Indicate how the rate is applied – to direct administrative expenses, to all direct costs, to wages and salaries only, etc.
  - c. Do not include indirect costs against participant expenses in the Bureau budget, as it generally does not pay for these costs.

### **SPECIAL NOTES:**

- The limit on administrative costs includes both direct and indirect administrative charges, whether or not the indirect charges are based on program or administration expenses.
- Expenses, especially administrative costs, should be cost-shared. Cost-sharing by the applicant organization should be clearly stated in the budget as the applicant's contribution.
- Preference is given to applicants proposing to waive or substantially cost share indirect expenses in order to utilize the highest possible proportion of funds for direct program costs.

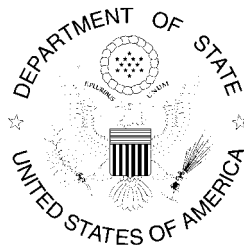
### **SAMPLE LINE - I T E M   A D M I N I S T R A T I V E   B U D G E T**

	Bureau of Educational and Cultural Affairs	Cost Sharing	Total
1. Salaries: by position and rate			
2. Fringe Benefits: specify type			
3. Telephone/fax			
4 Copying			
5. Postage			
Other			
6. Indirect Costs			
<b>TOTAL ADMINISTRATIVE COSTS</b>			

# DIVERSITY

## Bureau of Educational and Cultural Affairs

The Bureau of Educational and Cultural Affairs of the United States Department of State strives to ensure that all programs conducted under its mandate reflect the diversity of the intended audiences. The Bureau aggressively seeks and actively encourages the involvement of American and international participants from traditionally underrepresented groups in all its grants, programs and other activities. These include women, racial and ethnic minorities and people with disabilities.



*The Diplomacy of Inclusion*